

Council of Senior Student Affairs Officers  
Friday, November 18, 2016, 9:00am – 1:00pm  
Windward Community College, Akoakoa 113  
Polycom available with Bachman 203 from 11:00am to 1:00pm  
Notes

Attendance: Farrah-Marie Gomes and Risa Dickson, Russell Chan and Sherry Proper via polycom (System), Christine Quemuel (Manoa), Judy Oliveira (West Oahu), Gail Makuakane-Lundin (Hilo), Isaiah Kaauwai (Kaua'i), Amy Rozek (Windward), Debra Nakama (Maui), Jason Cifra (Hawai'i), Lara Sugimoto (Honolulu), Brenda Ivelisse (Kapi'olani), Curtis Washburn (Leeward), Hae Okimoto (ITS), Jared Takazawa (IRAO)

1. Agenda items for December joint CCAO/CSSAO meeting  
Farrah asked that agenda items for next month's joint CCAO/CSSAO meeting be identified throughout today's meeting. If any items surface after the meeting, please send over via email as soon as possible.
  
2. Update: Policy Status
  - a. EP 7.205 – Systemwide Disciplinary Sanctions
    - i. Banner codes needed (Hae)  
Requested a hold that would prevent subsequent admission and registration at all campuses, including online, distance, etc. AVPSA would be the one to apply and remove the holds. At some point, we may also want to look at revising the trespass form.
  - b. RP 6.209 – Undocumented Students
    - i. Will be repealed due to contradiction with HRS. Brenda suggested packaging the message about repealing with the addition of the NRTD to decrease possible anxiety for this population of students.
  - c. RP 6.208 - Board Exemptions to Non-Resident Tuition\*
    - i. Two options for including Undocumented Students and Hawaii High School Graduates, separately and combined, were reviewed. Preference of the group is to have two separate categories in the NRTD policy. These will be items number 9 and 10.
    - ii. Hawai'i High School Graduates - CSSAO questioned whether time parameters before and after high school graduation were necessary. They were concerned about workload for admissions staff and would like Russell to discuss with Admissions Officers at their meeting next month.

- iii. NRTD relating to Native Hawaiian students – Christine will email sample language to everyone. We should strive for the consistent use of how the NRTD relating to Native Hawaiian students is included on our websites.

### 3. Discussion: Banner items – Hae

#### a. Banner updates

- i. E1 designation is an application type. We can provide E1 option in the beginning of the application when a student goes in to apply. Can we come up with a descriptor for E1 so students know what that refers to?
- ii. There was discussion about manual roll over of Early College seniors to freshmen in the fall. The decision was previously made to process manual roll over. After today's discussion, the decision is to have students re-apply so that test scores can be entered.
- iii. S2 cannot be used as an admit type for Kingdom of Hawaii declaration. Hae explained that the Religion field is currently not being used. We could insert a designation in the Religion field, but this was not preferred by group. Amy asked if multiple responses can be entered in the Legacy field. Hae will check if this is possible.

#### b. Application updates

- i. KapCC and UH ITS met. Some of the technology-related considerations that ITS shared were not previously factored in by KapCC. Discussions are on-going.
- ii. KapCC and UHM staff have started to meet to discuss the CRM as an alternative. They will continue to meet and provide updates as available.
- iii. Questions for the group to think about - should we consider participating in Common Application and/or spend time looking at application and create something that's more user-friendly?

4. Purge Work Group Update – Hae

This work group is temporarily stalled. The goal is to look at the purge, especially as it relates to the class cancellation process. One of the questions to consider is how much time after purge to determine when to cancel. Since this impacts Academic Affairs, this will be added to the joint meeting of the CCAO/CSSAO next month.

5. SAS Demo – Jared Takazawa

A demo of the SAS dashboard was provided. To access, visit

<http://www.hawaii.edu/iro/dashboard.html>

A question was raised about where the data for the HGI scorecards are pulled from. Farrah will ask for this topic to be added to the joint CCAO/CSSAO meeting agenda for next month.

6. Update: Hawai'i Administrative Rules

The following actions relating to the 5 Student Affairs Hawai'i Administrative Rules (HAR) below were approved at the BOR meeting on November 17, 2016:

- a. Approval to Post Public Notice to Repeal Hawai'i Administrative Rules Title 20, Chapter 17, "Collection of Voluntary Contributions;" Chapter 20, "Protection of Educational Rights and Privacy of Students;" and Chapter 42, "Hawaii State Postsecondary Review Program"
- b. Approval to Hold Public Hearing Regarding Amendments to Hawai'i Administrative Rules Title 20, Chapter 8, "State Higher Education Loan Fund"
- c. Approval to Seek Governor's Approval to Amend Hawai'i Administrative Rules Title 20, Chapter 25, "Hawaii Educator Loan Program," pursuant to Hawai'i Revised Statutes §304A-701

7. Update: AVPSA Search

The committee has completed the first round of interviews and is looking to schedule campus visits with finalists. Being so close to the end of the fall semester, the visits will likely not take place until after the Spring 2017 is underway.

8. Update: Single Transcript Evaluation\*

- a. Farrah thanked everyone for providing the information about who performs transcript evaluations on the respective campuses. On all 10 campuses, these evaluations are done within a Student Affairs office. See handout for details.
- b. While the work is performed in Student Affairs, there is much involvement from Academic Affairs, especially as it relates to articulation and transfer of credit for classes of the same name (Psy 100, Haw 101, etc.). There is still work to be done on Common Course Numbering. For now, the question is can we possibly begin with GE classes?
- c. The group advocated for evaluation to be done when a student initially transfers in. Some campuses only do evaluation after a student registers. Others only evaluate as it pertains to a declared major, which can be problematic for students if they change their major at some point in the future.
- d. A work group to develop a single transcript evaluation process should include representatives from both Academic and Student Affairs. This will be added to the joint CCAO/CSSAO meeting agenda for next month.

9. Update: Enrollment Management

Dr. Tim Renick from Georgia State University will be visiting Hawaii on December 8 and 9. He will be presenting about the "Use of Analytics for Student Success". Dr. Renick will be sharing his nationally recognized work on student success and enrollment management efforts.

There will be an Open Forum on December 8 at 10:30am in Kuykendall Hall, Room 201 and via technology to all 10 campuses. Community colleges are encouraged to attend that session. The other 3 campuses will have dedicated time with Dr. Renick.

The Enrollment Management group will also have a dedicated time slot with Dr. Renick on December 8 from 3:00-4:00pm in Bachman Hall, Room 203 and via technology to requested sites.

At the next meeting of the Enrollment Management group, there will be discussion about what will be included in the System level plan to be presented to the Board in March 2017.

10. Update: Veteran's Servicing Task Force

Executive Policy 5.217 – Reinstatement of Deployed Active-Duty Military, Hawaii National Guard, and Reservists includes an annual reporting requirement for military personnel who are re-instated after deployment. There isn't currently a process for either tracking or reporting this information. Farrah will ask Russell to discuss with the Admissions Officers at their meeting next month.

11. Update: Common Calendar – Farrah

There are several issues associated with the common calendar:

- Common Calendar (start and end dates, holidays, etc.)
- Common Refund Schedule
- Common Withdrawal Dates
- Common CC calendar vs. Common System calendar

The proposed Common Refund Schedule will be presented to the Council of Chancellors after the CSSAO meeting. An update will be provided at the joint CCAO/CSSAO meeting next month.

12. Update: Senior Visitors – Christine Quemuel

Christine shared the complexity of the Senior Visitors program. Several campuses do not recall seeing the Resolutions associated with these programs. Farrah will send out to the group for review.

One objective for the group is consistent tracking of students in the Senior Visitor programs. Different campuses use different forms and we don't have any official record of these students in Banner. This raises a large concern about liability.

The issue about wanting campus-based services remains a concern since these students do not pay tuition or fees. Christine will continue to convene the group to brainstorm possible solutions and suggestions for the CSSAO to consider.

13. Update: Student Conduct Code

Farrah has been working with Megan Kaptik from UHM Judicial Affairs. Megan has taken the feedback previously discussed with Dee Uwono and suggested edits to the Student Conduct Code document. We will be separating the policy from the procedure in hopes that we'll be able to get all 10 campuses to agree to use the system policy once revisions are finalized and approved.

Farrah will send Curtis the names of who agreed to help with the Student Conduct Code work group. Curtis will convene the work group and provide regular updates.

14. Update: Financial Aid Topics – Sherry Proper

- a. System Financial Aid Office status
  - i. Jannine Oyama has been hired as the Band B Technical Lead for the System Financial Aid Office. She was previously Financial Aid Director at Honolulu CC and started with the System office this past Wednesday, November 16.
  - ii. The search for the Band A position is nearing the end. Finalists are being interviewed next week. Depending on budget, we hope to have someone in this position at the start of the new year.
- b. FAFSA rollout – Sherry met with the FAOs on November 2 to work on updating documents and scripts in preparation for the earlier FAFSA application opening. Good progress is being made in this area.
- c. System Scholarship Online Application – Final edits have been made and the online application is scheduled to launch as planned on December 1.
- d. Consumer Information and Disclosures – Sherry has prepared a list of the required information and disclosures that need to be made. Sherry will be working on a central website where some of this information can be provided. VP Dickson will be assisting with connecting Sherry with relevant units (safety, HR, etc.).
- e. Financial Aid Audit – System FA has been able to respond to all comments and inquiries from the audit. Sherry will be the system point of contact for all audit related concerns.

15. Update: Admissions & Registrar Topics – Russell Chan

- a. Admissions & Registrar Officers Meeting summary provided in advance for members to review.
- b. Fall 2016 Residency Appeals Hearing summary provided in advance for members to review.
- c. Health holds – discussion about removing health holds. With exception to Manoa, all other campuses had previously agreed that when a medical clearance was obtained, the health hold for all campuses would be removed. This should eliminate the multiple numbers of health holds on student accounts.

- d. Hawaii CC isn't currently requiring health clearance documents for Hawaii high school seniors who graduate in the fall and immediately enroll in the spring.
- e. Hawaii Island is the only island that has obtained approval to waive health clearance for students enrolled exclusively in Early College courses.

Next joint meeting of CCAO/CSSAO is scheduled for December 16, 2016 at UH Manoa (9am-1pm).